

Policy and Agreement for cutting a set of keys to be held by a Hirer of the Watton-at-Stone Community Hall

Policy

An individual/organisation (a Hirer) who hires any of the Community Hall facilities on a regular basis (e.g. sequential block-bookings) may, by approval of the Board of Trustees, be allowed to hold an appropriate set of keys to the building. This would be subject to the Hirer signing a Key-Holder Agreement.

Otherwise, a Hirer would normally be expected to collect the keys from, and return them to, the Clerk of the Parish Council on the day of their booking.

In cases where a spare set of keys is unavailable, a Hirer may be given the option of making a donation to the Community Hall to cover the cost of getting a set of keys cut. If so, the set of keys cut becomes and remains the property of the Community Hall Board of Trustees, and must be returned accordingly when the Hirer no longer wants the use of the Community Hall facilities. This option is subject to the hirer signing the Key-Holder Agreement and the agreement below.

Agreement

I , the Hirer, agree that:

- my donation of £..... to cover the cost of cutting a set of appropriate keys to the Watton-at-Stone Community Hall is non-refundable
- the keys I hold are the property of the Community Hall Board of Trustees
- I shall return the keys to the Clerk of the Watton-at-Stone Parish Council within 7 days of the final day of my period of hire.

Signed:

Date:

-- *End of document* --